

CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 313th Meeting held on 18th November 2020

Members Present:

Chairman:	Mr K Gomez
Members:	Mr H B Ebanks Mr J Gill Ms A Owens Mr C Randall Mr M Rankine Mrs L Ryan Mr A Wright
Secretary:	Dr G Frederick-van Genderen
Apologies:	Mr W Welcome

Redacted under section 21 (1)(b) of the Freedom of Information Law (2020 Revision)

Call to Order

The Chairman welcomed members to the meeting and after ascertaining that there was a quorum, the Chairman declared the meeting open and called to order at 1:51pm. The Chairman noted apologies for Mr W Welcome. The Chairman then asked Mrs L Ryan to open the meeting with prayer.

Confirmation of Minutes of the 312th Meeting held on 14th October 2020

The Chairman asked for confirmation of the Minutes of the 312th Meeting held on 14th October 2020. Mr A Wright moved the motion to accept the Minutes as amended, Mr J Gill seconded the motion and the motion passed unanimously by members able to vote.

Declaration of Conflicts of Interest

None.

Matters Arising**a) Lower Valley Reverse Osmosis Plant (LVRO) - Update.**

The Chairman reported that during the month of October 2020, the LVRO Plant produced, running one RO train only, on average 1,386 cubic metres per day, or approximately 46% of the plant's design water production capacity.

Well #1 continues to be performing fine with the larger well pump, and after the well rehabilitation. Prefilter fouling appears to be mainly due to particulate fouling rather than biological fouling with changing required every 4 weeks, and membranes need to be cleaned every 4 weeks as well. Prefilters are scheduled to be replaced during the week of 23 November 2020. No membrane cleaning was carried out in October 2020.

A new booster pump and spare parts have been ordered for RO Train #2. As soon as they have arrived, work will be started on that RO train.

The Chairman noted that tropical storm Eta uprooted several trees near the LVRO Plant, but they did not damage the above ground feedwater pipes. The trees have now been cleared. The fence on the southern edge of the property was damaged and needs to be repaired.

b) Cayman Brac Infrastructure Upgrade & Expansion Project - Update.

The Chairman reported that the New Works pipelaying crew installed 335 metres (1,100 feet) of 200mm (8-inch) pipe along Dennis Foster Drive between Coastal Way and Pearl Avenue. It is anticipated that the remaining 165 metres (550 feet), up to Cape Drive, will be completed before the end of November 2020 (as the trench has already been cut).

The Chairman noted that as soon as the 200mm (8-inch) pipe along Dennis Foster Drive has been completed up to Cape Drive, pipelaying will be started along the side roads, Pearl Avenue being the first one, and priority will be given to those side roads with residences to connect as many customers as possible, as not all side roads have developed properties along them.

Twelve new water meters have been installed this year: nine pre Covid-19, an additional three in September 2020, and none in October 2020. There are currently twenty-four requests for new water services outstanding, six of which are outside the available service area. The majority of these are outstanding due to customer-related issues or location, as detailed previously.

There are 374 active piped water accounts in Cayman Brac.

Redacted under section 21 (1) (a) (ii) and (b) of the Freedom of Information Law (2020 Revision)

c) **31 December 2018 Audit of Consolidated & Divisional Statements - Update**
31 December 2018 Audit – Consolidated, Divisional and Island Financial Statements for Water, Wastewater and Statutory

Annual Report 2018

The Secretary reported that the Ministry of Education Youth, Sports, Agriculture and Lands (EYSAL) advises that the 2018 Annual Report will be laid on the table in the House of Parliament in December 2020.

31 December 2019 Audit – Consolidated, Divisional and Island Financial Statements for Water, Wastewater and Statutory

The Secretary reported that the Financial Controller had been working with KPMG and has available draft copies of the 2019 Island Statements. These statements are still subject to internal review by KPMG, however it was respectfully requested that the Board review the statements and if in agreement, provided that there are no material changes, approve for the Chairman, Director and Financial Controller to sign off. Members approved, providing there are no material changes, the documents as well as for the Chairman, Director, and Financial Controller to sign off on the statements.

Annual Report 2019

The Secretary reported that copies of the draft 2019 Annual Report were available for members. Provided that there are no material changes suggested by KPMG or the Office of the Auditor General (OAG) the Financial Controller respectfully requested for the Board's approval of the document and to provide approval for the Chairman and Director to sign off. Upon final confirmation from KPMG and the OAG, the report will be forwarded to the Ministry for tabling in Parliament. Members approved, providing there are no material changes, the documents as well as for the Chairman, Director, and Financial Controller to sign off on the documents. Additionally, members requested that the Authority ensure and confirm that the Annual Report meets the requirements of the PMFL section 51.

31 December 2020 Audit – Consolidated, Divisional and Island Financial Statements for Water, Wastewater and Statutory

The Secretary reported that representatives from KPMG, the OAG and the Water Authority met at the Water Authority offices on 17 November 2020 for the Audit Kick-off Meeting where a timeline was discussed. KPMG plans to commence interim work for the period 01 January – 31 October 2020 in early December. The Authority's operations were discussed on a high level, highlighting the impact of the January 2020 earthquake and the COVID-19 implications.

Annual Report 2020

The Secretary reported that from the meeting with KPMG and OAG referred to above, the OAG advised that their office will require completed annual reports to be submitted in conjunction with the audited financials for 2020 by the deadline of 30 April 2021.

Employee Health Insurance

The Secretary noted that in view of the new Health Insurance Rates as provided to the Authority effective 01 August 2020 and the adjustments approved by the Board to lessen the impact of the elevated premiums on staff, the Authority's management felt it would be prudent to re-visit the original criteria upon which the Actuary report for the Post-Retirement Health was based. This will be presented at the December 2020 Board Meeting. It is important that the criteria provided to Mercor accurately reflect the position of the Authority.

COVID-19 Actions and Impact -Update

The Secretary reported that the Water Authority continues to provide all services and continues with the measures (promotion of appropriate hygiene practices, physical distancing in the Front Lobby, etc.) required to keep the COVID-19 under control.

- *Office Reopening*

The Secretary reported that some staff have formalised Work from Home and Flexible Hours arrangements.

All COVID-19 practices continue to be maintained: physical distancing, customer line up outside to control the number of customers in the lobby and hand sanitising.

The Water Authority's COVID-19 Coordinating Response Team ("COCORT") continues to be active providing reminders for staff and making recommendations on various aspects of the Authority's response.

- *COVID-19 Sewerage Discount Policy*

The Secretary reported that to date the Water Authority had received requests from 25 sewerage customers, one of which was not deemed eligible

under the policy as the request was made for a Residential Account. One customer has yet to provide the required information. The table summarises the status of this policy to date:

<u>Month</u>	<u>Requests processed</u>	<u>Requests approved</u>	<u>Total Discount</u>
April 2020	23	16	CI\$18,219.46
May 2020	18	15	CI\$19,377.95
June 2020	11	9	CI\$12,306.78
July 2020	6	5	CI\$11,277.42
August 2020	4	4	CI\$11,211.54
September 2020	2	2	CI\$8,773.37
October 2020	2	2	CI\$8,715.42

The Secretary reminded members that requests processed are those requests that provided the required documentation. Requests approved are those requests that met the criteria for a sewerage fee discount (i.e., the water consumption was less than the historical (annual average) water consumption for 2019).

- *Accounts Receivable and Online Payments*

The Secretary reported that the trend for online payments is consistent with prior months, with online payments showing an increase of 41% (Sept - 43%) over the same period last year, drop box payments are up by 47% (Sept - 53%) and walk in customers are down 34% (Sept - down 33%).

CWUIC - Caribbean Water Utility Insurance Company


The Secretary reported that the Financial Controller attended the third and final CWUIC sponsored virtual conference on 15 October 2020 and provided feedback indicating that, at this time, the Authority is supportive of the initiative but that the organisation is satisfied with the level of insurance coverage provided for by local providers in Cayman and does not intend to shift insurance providers.

Cogsdale and GP Upgrades

The Secretary reported that the Cogsdale Customer Service Module (CSM) was successfully upgraded from CSM36 to CSM45. The IS Department met with end users from Customer Service and Finance Departments on 13 November 2020 to discuss options presented by Cogsdale in regards to upgrading the GP accounting platform. The three options presented were a range of suggestions that incorporated the CSM platform 45.4 and the compatibility of the GP platforms. After discussion a decision was made to embrace Option 2, whereby the Water Authority would upgrade to GP 2018 after the Communications Server and Website were upgraded. A tentative timeline supports a testing platform being made available to the Finance Department in the first quarter of 2021 and a more definitive upgrade schedule made available after the communication server has been tested and is operational, but optimistically in the second quarter of 2021. The IS Department is considering a proposal to move to a Cloud based system that would facilitate and support this GP upgrade and also regular upgrades for the future.


d)

Redacted under section 21 (1)(b) of the Freedom of Information Law (2020 Revision)




e)

Redacted under section 17 (1) (a), 21 (1) (a) (ii) and (b) of the Freedom of Information Law (2020 Revision)



Redacted under section 17 (1) (a), 21 (1) (a) (ii) and (b) of the Freedom of Information Law (2020 Revision)



Redacted under section 17 (1) (a), 21 (1) (a) (ii) and (b) of the Freedom of Information Law (2020 Revision)

f) **Miscellaneous Updates.**

- a) ***In-House Pipelaying Crews*** - The Chairman reported that on 15 October 2020 the New Works pipelaying crew completed the installation of 55 metres (180 feet) of 80mm (3-inch) nominal diameter PVC sewer force mains along Jacada Close (off Marbel Drive). Inclement weather (including Tropical Storm Delta) delayed progress by several days.

Due to equipment issues, bad weather and the unavailability of cold mix on island (order was delayed by several months, and no other suppliers on island had any) this crew could not install the new 150mm (6-inch) diameter pipeline across the East-West Arterial between Meadowlark Road, Newlands and Democracy Drive.

Due to equipment issues the crew could not commence the installation of approximately 45 metres (140 feet) of 80mm (3-inch) pipe in Trumbach Drive, Lower Valley.

The New Works pipelaying crew assisted Operations-WS with locating and raising several valve box covers that had been covered over by the recent extensive road paving carried out by NRA. During October 2020, 14 valves box covers were uncovered and raised. The backlog of valve boxes to be uncovered and raised consists of 26 work order requests.

- b) ***Water Supply Division*** - The Chairman reported that as mentioned previously, the NRA scheduled to pave/overlay North Sound Road, between Jacques Scott and the Butterfield Roundabout. On 29 September 2020 the crew started work on the pipeline upgrade, from 200mm (8-inch) to 300mm (12-inch), in North Sound Road, between the intersection with Shedden Road and the intersection with Portland Road). Total pipeline length is approximately 550 metres (1,750 feet). In spite of the severe weather conditions, this difficult project was completed on 13 November 2020, ahead of schedule.

The Water Authority had advised the NRA that it would like to upgrade its water infrastructure, situated in the southbound lane, before the paving of North Sound Road is carried out. The NRA had indicated that it would therefore commence with the paving of the northbound lanes, and that the paving of the southbound lanes would be scheduled after the Water Authority had completed its pipeline upgrade works.

As the pipeline upgrade works was completed, and the paving of North Sound Road had not yet started (which is now scheduled for 23 November 2020), the Water Authority asked that the NRA give priority to the paving of the southbound lanes, as the road surface in these lanes has been significantly

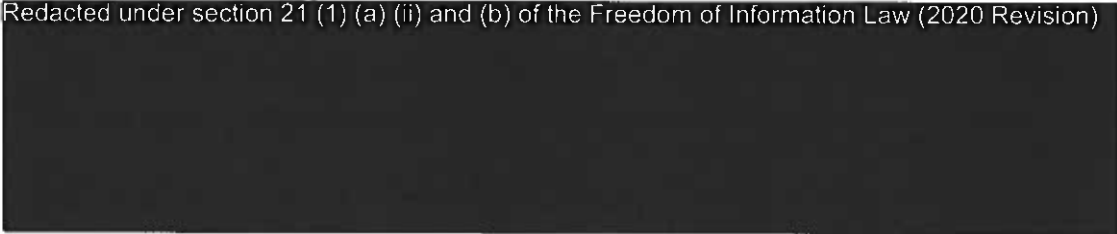
affected by the trenching works, and has further deteriorated by the recent heavy rains. Members noted that the road was very bumpy and recommended that the Authority utilise more signage to warn the motoring public.

As the Water Authority will be responsible for maintaining the reinstatement of this trench, and thus will have to top up the trench regularly in this heavily trafficked area, the Water Authority proposed to contribute towards the paving costs by covering the cost of the paving works of North Sound Road for that area that has been affected by its recent trenching activities, thus reducing the NRA's overall paving costs for this road, as well as ensuring that traffic is not unnecessarily inconvenienced by a sub-par road surface. The NRA appears to have accepted this suggestion, although a formal confirmation has not yet been received.

The Chairman noted as well that the NRA has advised that Commercial Avenue will be paved, and new road drainage wells will be installed. Prior to NRA carrying out this work, the Water Authority will upgrade the existing 63mm (2-inch) pipeline to 100mm (4-inch). (total length approximately 215 metres (700 feet)). This work is planned to commence by the end of this month and is expected to be completed before the Christmas break.

Operations-WS completed the connection of the water main into the Hilton Estates (Phase 3). Operations-WS also connected the Panton Place (off Crewe Road), Ocean Reach (off Old Crewe Road) and Montage (South Sound) developments.

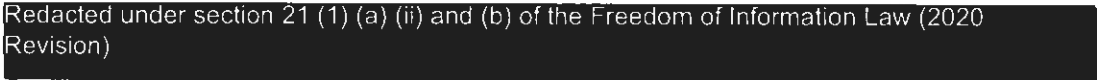
c) Redacted under section 21 (1) (a) (ii) and (b) of the Freedom of Information Law (2020 Revision)



d) **North Side Pump House** - The Chairman reported that as reported previously, the Automatic Transfer Switch (ATS) for the North Side Pump House was found damaged. The decision was made to replace the entire (12-year old) ATS. A replacement ATS was ordered through Corporate Electric. Anticipated delivery is 6 to 8 weeks. In the meantime, the power can only be manually transferred to the emergency generator, which may cause water pressure issues in the eastern districts in the event of a power failure.

Tropical storm Eta caused a power interruption at the North Side pump station by mid-morning on 07 November 2020, and this also caused a failure of the power supply for the PLC that controls the water distribution pump operation. This in turn caused an interruption of the water distribution system east of Prospect. Water distribution was reinstated in the late afternoon (albeit without any pump control at the North Side pump station). After the installation of the replacement power supply, full pump control was restored on 08 November 2020.

e) Redacted under section 21 (1) (a) (ii) and (b) of the Freedom of Information Law (2020 Revision)



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- f) **Wastewater Division** - The Chairman reported that during the month of October 2020, the design hydraulic capacity of the wastewater treatment plant (2.5 mgd) was exceeded on thirty (30) days. The average daily wastewater inflow from West Bay Road during that period was 2.91 mgd (or approximately 116% of design capacity). This amount was 23.3% more than the average influent measurement during the same period the previous year (2.36 mgd). The increase is most likely attributable to the heavy rains during that month as well as the leaks within the wastewater collection system caused by the earthquake in late January 2020.

As reported elsewhere, the New Works pipelaying crew completed the installation of 55 metres (180 feet) of 80mm (3-inch) nominal diameter PVC sewer force mains along Jacada Close (off Marbel Drive). Operations-Wastewater completed the connection into the manhole in Marbel Drive.

No other wastewater projects were started over the last few weeks, primarily due to the inclement weather.

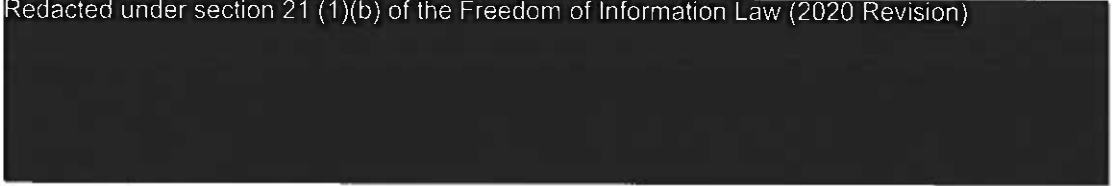
As reported previously, in early September 2020 Operations -WWC started the replacement of approximately 45 metres (150 feet) of 100mm (4-inch) gravity sewer in Whitehall Gardens. A portion of this pipeline section had collapsed. Unfortunately, the project could not be completed due to issues with keeping the trench dewatered. A disposal well was finally installed in late October 2020 which will be used to evacuate groundwater during trench excavation to accommodate the replacement of sewer pipes. The well will allow the use of a larger capacity pump and will minimise flooding of the surrounding area during the pipeline installation. It is anticipated that the project will be completed within the next few weeks.

The new blower (SBR Blower 3) was installed and commissioned in late September. Unfortunately, the motor pulley was cracked and had to be ordered and replaced. This blower is now in full service.


The rebuilt blower (SBR Blower 1) was commissioned. However, it was taken out of operation after a mere 10 hours out of an abundance of caution as a knocking noise was heard coming from inside the blower. The Authority is waiting on United Blower, the blower supplier, for permission to disassemble the gear end of the blower to check for any loose parts.

Andro has confirmed that the AC units for the WWTP Control Building will be moved on to the recently completed elevated concrete pad later this week (to avoid flooding in the event of a hurricane).

g) Redacted under section 21 (1)(b) of the Freedom of Information Law (2020 Revision)



h) Redacted under section 21 (1) (a) (ii) and (b) of the Freedom of Information Law (2020 Revision)



i) **FOI updates** - The Chairman reported that no new FOI questions were received since the October 2020 Board meeting.

j) **Fuel Storage Tank at Rubis Jackson Point Terminal** - The Chairman reported that in December 2019 and January 2020 the Board was informed about a diesel spill at the Rubis Terminal at Jackson Point Terminal as a result of a storage tank failure in November 2019. The spill was estimated by Rubis at 3,686 Imperial Gallons. At the time Rubis assumed that the spilled diesel was contained in the sand layer below the steel bottom of the tank and the liner below that sand layer. In December 2019 the Water Authority collected water samples from the nearest domestic wells, these were analysed by an overseas laboratory for hydrocarbons. The results did not indicate that the spill had impacted these wells. In subsequent discussion with Rubis, they agreed to install 3 monitoring wells in the vicinity of the tank. Due to COVID-19, the installation of these wells was delayed until June 2020. The Water Authority sampled the monitoring wells in July 2020, samples

were analysed by an overseas laboratory for hydrocarbons. The results did not indicate that the diesel spill had impacted these wells.

On 22 October 2020, Rubis notified the Authority that they were in the process of removing the compromised tank. The Water Authority subsequently conducted several inspections of the removal of the steel bottom of the tank, the contaminated sand below the tank and the removal of the liner. On 29 October 2020 the liner was removed and it was discovered that part of the marl below the liner had been impacted by diesel. The Water Authority supervised the removal of the impacted marl.

Initially the diesel impacted sand and marl removed from below the liner were stored at the Jackson Point Terminal in a containment area that was lined and covered with a special liner. On 01 November 2020 a nearby resident complained to the Chief Petroleum Inspector about fuel smell from the storage area. The Water Resources Engineer did a site visit and met with the resident, his lawyer, Rubis staff and the Chief Petroleum Inspector. The excavated material had been stored close to the residence, but since placing it there it had been covered with the liner. The Water Resources Engineer used a gas detector that detects volatile organics that are characteristic of fuel and results were at background level. The general manager of Rubis, who was also onsite, committed to the resident to remove the material. Last week the material was moved to one of the quarries in Bodden Town where Rubis had set up a Land Treatment Unit to treat fuel impacted soil from previous spills. The material will be left there and tested in the future to ensure that hydrocarbon levels meet the criteria to place the material at the landfill. Members queried the location of the Bodden Town quarry and the Water Resources Engineer was requested to come to the meeting and provide further clarification regarding the location and treatment method. The Water Resources Engineer explained that the land treatment unit is located at the Marc Wood quarry in Pease Bay and also explained how the unit works to treat the contaminated soil. Members were satisfied with the explanations provided.

- k) ***Transformer Oil Spill at CUC premises*** - The Chairman reported that on 04 November 2020 the Water Authority and the Petroleum Inspectorate were notified by CUC that they had found out that transformer oil had been leaking from a 40ft shipping container at the CUC premises. The initial estimate of the spill was 500 US gallons, part of it had been absorbed by the wooden floor of the shipping container and it also had leaked onto the ground. The transformer oil is used by Siemens, CUC's contractor who is building several CUC substations. Siemens, under their contract with CUC, is responsible for the spill.

Since CUC's initial notification, several meetings and further communication took place between CUC, the Water Authority and Siemens to get a better understanding of the spill and options for remediation. On 13 November 2020 the Water Authority wrote CUC to confirm the specific standard for the remediation and asked CUC for the specifics of their, or Siemens' plans to address the remediation of the impacted area. Siemens has contacted the Water Authority and they are in the process to source a suitable contractor or consultant. On 16 November 2020 CUC provided an updated estimate that the

spilled volume of the transformer oil was 1,573 US Gallons. The Water Resources Engineer was requested to attend the meeting to explain in further details whether there was any concern regarding PCBs in the transmission oil. He explained that based on the manufacturing specification sheets, the transmission oil does not contain PCBs. Members were satisfied with the explanations provided.

- l) *Tropical Storm Warning: Eta* - The Chairman reported that the Water Authority activated its Hurricane Plan on 05 November 2020 in preparation for Tropical Storm Eta. The plan was executed reasonably well in consideration of the very short time in which to prepare. The only damage was a few trees downed in Lower Valley Water Works where a small section of the perimeter fence was also damaged.

Mrs L Ryan gave her apologies and left the meeting at this point in order to catch the flight back to Cayman Brac.

Current Business

- a) **Management Accounts October 2020.**

The Secretary reported that the Finance Department was pleased to present the 31 October 2020 comprehensive management accounts to Board members.

These draft statements will be used for the interim audit, and while still in draft form they accurately represent the financial position of the Authority.

The 31 October 2020 financial position shows a strong comprehensive net income coming in at [REDACTED] even though sales have appeared to have levelled off, with the first 10-months of 2020 coming in almost exactly the same as 2019 at [REDACTED]. Expenses continue to trend similar to 2019 with the increase in administrative expenses directly attributable to the increased staff costs due to increased staff numbers and salary adjustments.

The Authority placed an estimate of [REDACTED] for expected year-end Health and Pension adjustments, actual numbers will be confirmed upon receipt of the 2020 actuary reports.

The net income and cash position are sufficient to fund future capital projects as well as daily operational and administrative costs. Based on the available cash the Financial Controller plans to transfer an additional [REDACTED] to a Fixed Term Deposit before year end.

In summary, the Authority continues to be in a strong financial position that reflects prudent management and effective payment methods.

- b) **Request for Bill Adjustment re Customer Account [REDACTED]**

[REDACTED]

*Redacted under section 21 (1) (a) (ii) and (b) of the Freedom of Information Law (2020 Revision)

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The Chairman reported that on 29 October 2020 the Authority received a letter from [REDACTED] dated 30 August 2020 requesting that consideration be given to adjusting her water bill. A copy of the correspondence and the report from Customer Service was provided to members.

A review of the account was undertaken and the Authority's findings are that the January 2020 meter reading was found to be higher than normal thus prompting a Fail Audit Check as a part of the Billing Procedure. On 13 February 2020 the Fail Audit Check was carried out and the meter reader confirmed that the "reading was correct" and that "no leak was detected".

On 29 February 2020 the bill totalled \$1,438.26 for the period 10 January 2020 – 14 February 2020 (35 days). The daily average cost for this bill was \$41.09. The daily average consumption during this period was 6.41 cubic meters with a total of 224.3 cubic meters.

- During the lockdown, the customer emailed the Authority requesting a special payment plan. In this email the customer explained that she had a leak but was unable to get it repaired because the hardware stores were closed. Unfortunately, the email was missed by the Authority.

On 22 May 2020 the customer sent a follow-up email as she had not received a response to her original email submitted 17 April 2020. On 25 May 2020 customer service replied to the customer offering a payment agreement and advised how much needed to be paid up front. Nothing was done on the customer's end after the email from customer service was sent.

On 27 July 2020 the customer requested an audit to determine the cause of the high bill after being disconnected for non-payment. The utility auditor conducted a site visit and the findings of the audit indicated that the meter was shut off therefore an audit was unable to be completed at that time. The customer stated that they have been using cistern water from July 2020.

On 29 July 2020 the utility auditor returned with the senior meter reader to assist with temporarily unlocking the meter so that the requested audit could be carried out. The customer had her plumber on site during the audit with the utility auditor. It was found that the main valve from the city water line on the customer's side was faulty and the meter was slowly turning. The customer was advised to replace the valve so that the utility auditor could return to do another audit.

On 20 August 2020 the utility auditor returned on site with the metering supervisor to have the meter temporarily unlocked as the customer had confirmed that the faulty valve was now replaced. The new valve was no longer faulty and no leaks were detected. The utility auditor found everything to be working as it should.

On 30 August 2020 the customer submitted a letter to be reviewed by the Board requesting a discount so that she does not have to "*bear the exorbitant bill alone*".

In summary, movement was not found during the fail audit that was first carried due to flagging during the standard billing procedure. The customer at a later date made a request for another audit to be conducted after she was disconnected for non-payment on 27 July 2020. The utility auditor conducted the audit and found the meter to have been disconnected upon the visit, the following day the meter was turned on for testing by the senior meter reader and the utility auditor found that the main valve on the customer's side was leaking. After the customer replaced the faulty valve, there was no movement identified on the meter and the utility auditor stated all possibilities of a leak were ruled out now that the valve had been changed.

The customer indicated that she had been using cistern water since 27 July 2020, there is some uncertainty whether the customer's cistern was being inadvertently filled due to the faulty main valve on the customer side. The customer was offered the option to have the meter tested but this was not accepted. The customer should be reminded that all consumption and plumbing downstream of the meter is the responsibility of the customer. The customer was offered a Special Payment Agreement but has not yet started payment. The Secretary respectfully sought the Board's decision on the request from the customer.

Members agreed that the customer should be advised that they reviewed the request and decided not to discount or waive the bill as the Authority's records show that the bill is valid and payable. The customer confirmed that there was a leak at the property. As per S35(3) Water Authority Regulations (2018 Revision), meter readings are proof of quantities of water delivered to premises unless the meter is proved to be defective. The option to have the meter tested was offered but was not accepted by the customer. All plumbing downstream of the meter is the customer's responsibility. Members agreed that an extended Special Payment Plan Agreement should be offered for a period convenient to the customer with the usual discounting of late fees (providing payments are made regularly according to the agreement).

Mr J Gill gave his apologies and left the meeting at this point to attend to a prior commitment.

c) Request for Proposal Water Pipe Installation East End Affordable Homes Extension Project from National Housing Development Trust.

The Chairman reported that the Authority received a letter dated 28 October 2020 addressed to the Water Authority Board from the National Housing Development Trust (NHDT) requesting the Water Authority to consider submitting a proposal to install pipelines in their new development. A copy of the letter has been provided to members.

The Secretary noted that she had requested but had not yet received additional information from the NHDT to better understand why they were requesting the Water Authority to submit a quote for the pipeline installation as there is at least one private sector company able to do this work. Additionally, the Water Authority does not normally do agency work anymore as the Authority's operations and projects place significant demand on the Authority's pipelaying resources.

The Chairman noted that the Water Authority stopped carrying out Agency Work 15+ years ago when other utility contractors were available to carry out this work, and the Water Authority did not want to be seen to compete with the private sector.

The Chairman advised that the Water Authority's New Works pipelaying crew, as well as the Operations-WS pipelaying crew, have significant pipeline upgrade and replacement work planned for the near future (e.g., Palm Dale, Ryan's Retreat etc.) as well as having to keep up with all the anticipated NRA projects over the next few months, although NRA have yet to provide a schedule (e.g., Commercial Avenue, Shamrock Road widening near Hurley's, McField Lane, Bronze Road/Webb Road, etc.). These aforementioned NRA projects do not include the major road works that NRA intends to undertake in the near future, such as Godfrey Nixon Way extension (to North Church Street), Linford Pierson Highway Phase 2 (including Bobby Thompson Way), East-West Arterial extension (Phase 1 beyond Hirst Road intersection) which all involves significant pipelaying for the Water Authority, both new and relocation of existing 300mm (12-inch) water mains.

The Secretary noted that if deemed necessary, the Water Authority can provide the NHDT with a conservative cost estimate of CI\$50,000 for this work, which comprises the installation of approximately 120 metres (400 feet) of pipe in solid rock. It is anticipated that this project will take approximately 2-3 weeks to complete. The Secretary respectfully sought the Board's guidance on the request from the NHDT. Members discussed the request from the National Housing Development Trust however members did not approve for the Water Authority to submit a response to the RFP. Members requested that the NHDT be advised that the Water Authority already has a very heavy workload and therefore does not have the resources available to undertake the project at this time.

Any Other Business

a)


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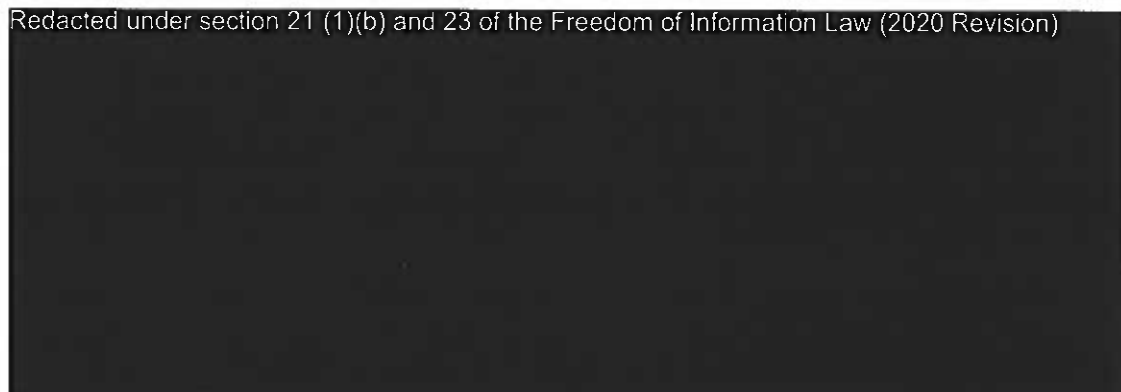
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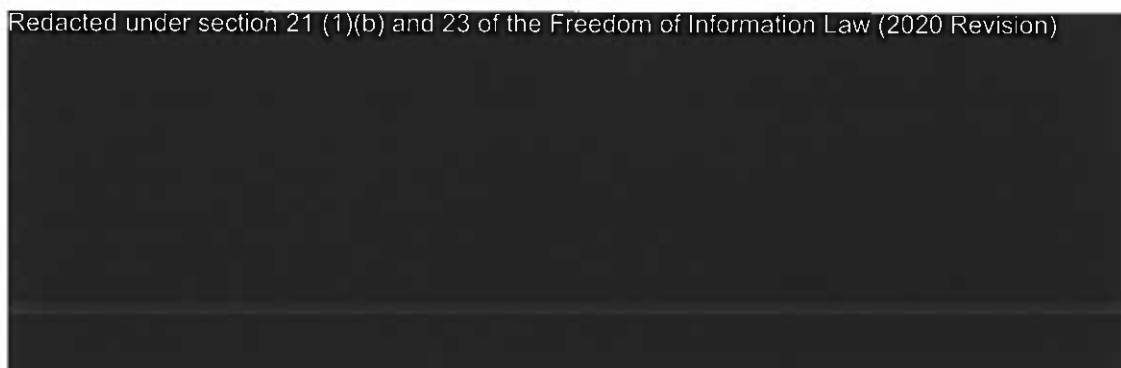
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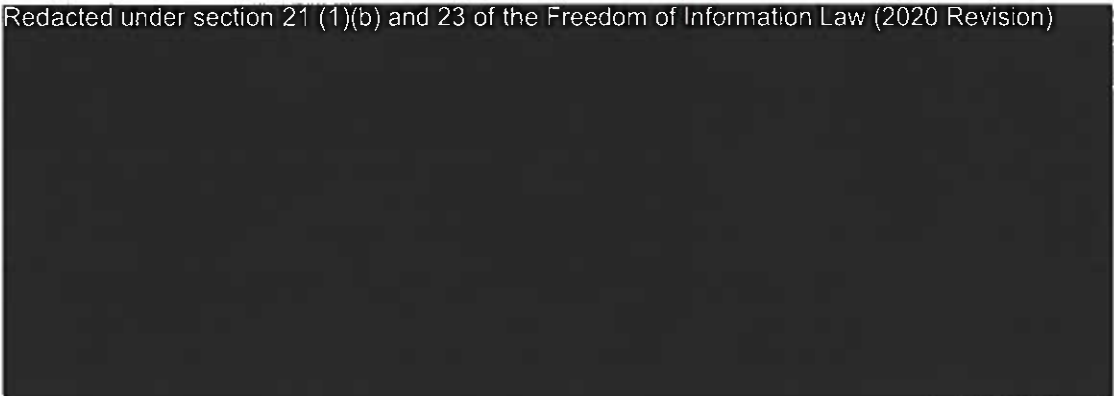
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Redacted under section 21 (1)(b) of the Freedom of Information Law (2020 Revision)



- c) **Caribbean Water & Wastewater Conference (CWWA) 2021.**
The Secretary advised that the 2021 CWWA Conference remains on schedule to be held in Grand Cayman pending the potential for travel to the Cayman Islands being determined to be possible end of January/mid-February 2021. If it is determined that the possibility of having the conference in-person due to the COVID-18 pandemic is not feasible, the conference will revert to the virtual format as was done for 2020. The local Conference Planning Committee has been formed and the relevant support committees have been established. The Secretary noted that she is chairing the local Conference Planning Committee and that Cayman Water Company as well as the Department of Environmental Health has representation on two of the committees.

Donation Requests

The Secretary advised that the Sponsorship Assessment Sub-committee will meet after the Board meeting to deal with the following requests for assistance:

- a) The Department of Counselling Services – International Men’s Day.

- b) East End Primary PTA - Funded Programmes.
- c) Ministry of EYSAL - Educators Christmas Event.

The Secretary reminded members that the Christmas Social for Staff would be held on 04 December 2020. There being no other business the Chairman thanked members and the meeting was adjourned at 3.53pm.

This is a true and accurate account of the proceedings.



The Chairman



The Secretary